

**ORGANIZATIONAL MEETING, TOWN OF ELIZABETHTOWN,
Tuesday JANUARY 3, 2012**

An organizational meeting of the Town Board of the Town of Elizabethtown, County of Essex, in the State of New York was held at the Town Hall, 7563 Court Street, Elizabethtown, NY on the 3rd day of January 2012.

PRESENT: Margaret Bartley- Supervisor
Ken Fenimore- Councilman
Joseph Martin- Councilman
Ben Morris- Councilman
Jim Phillips- Councilman
Debra Brooks- Town Clerk

OTHERS PRESENT- Harry Gough, Ed and Bethany Kosmider, Ron Testa, Patty Doyle, Sharon Gold, Elaine Chang, Marcella & Steve Denton, Evelyn Hatch, Bruce Pushee, Mary McGowan, Helen DeChant, Judy Martin, Patsy Myers, Pete Frisbie, Elena Borstein, Ian Whitecross, Dennis Egglefield, Charlotte McGinn.

Supervisor Bartley called the Organizational Meeting to order at 7:00PM.

Resolution No. 1 of 2012

Resolution Designating Salaries for 2012

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that effective January 1, 2012 the following shall be the salary and compensation for the Town of Elizabethtown:

Supervisor	Margaret Bartley	\$26,000
Budget Officer	Margaret Bartley	\$ 1,000
Town Clerk / Tax Collector	Debra Brooks	\$15,288
Registrar	Debra Brooks	\$ 4,000
Town Council	Ben Morris	\$ 3,822
	Joseph Martin	\$ 3,822
	Kenneth Fenimore	\$ 3,822
	Jim Phillips	\$ 3,822
Town Justice	William Garrison	\$11,024
	E. Peter Frisbie	\$11,024
Hwy Superintendent	Michael Drew	\$34,944
Hwy Superintendent, Deputy	Keith Denton	\$ 1,250
Sole Assessor	David Galarneau	Contract
Water Superintendent	(Vacant)	\$ 7,500
Health Officer	Charles Moisan	\$ 800
Historian	Janet M. Cross	\$ 250
Code Enforcement Officer	John Hudson	Contract

Resolution No. 2 of 2012

Resolution Designating Official Banks

On a motion of Supervisor Bartley, seconded by Councilperson Morris, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the following are designated to be the official banks to deposit the Town of Elizabethtown's monies during 2012. Champlain National Bank

Resolution No. 3 of 2012

Resolution Designating Official Newspapers

On a motion of Supervisor Bartley, seconded by Councilperson Phillips, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the official newspaper for advertising in 2012 shall be the Valley News,

BE IT FURTHER

RESOLVED, that the Plattsburgh Press Republican shall also be used for advertising in any situation that requires a time frame that can only be met with a daily newspaper.

Resolution No. 4 of 2012

Resolution Designating Mileage Allowance

On a motion of Supervisor Bartley, seconded by Councilperson Phillips, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Officials be compensated at **55** cents per mile for use of their vehicles in the performance of their official duties in 2012.

Resolution No. 5 of 2012

Resolution Setting Date of Monthly Meetings

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board of the Town of Elizabethtown shall hold a monthly meetings, the third Tuesday of each month at 7:00 PM at the Elizabethtown Town Hall. **Special meetings or workshops will be called as needed.**

Resolution No. 6 of 2012

Resolution Authorizing Supervisor to Send Report

On a motion of Supervisor Bartley, seconded by Councilperson Phillips, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Supervisor shall submit to the Town Clerk and to the State Comptroller, a copy of the Annual Report for 2012 within 60 days after the close of the year. **An extension may be applied for as needed.**

Resolution No. 7 of 2012

Resolution to Appoint Town Historian

On a motion of Supervisor Bartley, seconded by Councilperson Morris, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that Janet MacDougal Cross is appointed to serve as Town Historian for 2012 at a salary of \$250 annually. Conrad Hutchins will be Historian Emeritus and serve as a consultant to the Town Historian.

Resolution No. 8 of 2012

Resolution to Appoint Zoning / Code Officer

On a motion of Supervisor Bartley, seconded by Councilperson Fenimore, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby appoint John Hudson to serve as Code Enforcement Officer and the Zoning Officer for the Town of Elizabethtown.

Resolution No. 9 of 2012

Resolution Authorizing Highway Superintendent to expend amounts under \$500

On a motion of Supervisor Bartley, seconded by Councilperson Phillips, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, Pursuant to § 142 of the Highway Law, that the Highway Superintendent be authorized to expend amounts under \$500, per item, for repairs of the Town equipment, tools, and other implements to be used for highway maintenance, construction and reconstruction, **ANY** other expenditure shall be reviewed by the Town Council.

Resolution No. 10 of 2012

Resolution Authorizing Supervisor to Purchase Certificates of Deposits with Surplus Money

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Supervisor is hereby authorized to place surplus monies in legal deposits, at the highest available interest for the Town of Elizabethtown.

Resolution No. 11 of 2012-TABLED

Resolution to Appoint Dog Control Officer

RESOLVED, that the Town Board does hereby appoint _____ to serve as Dog Control Officer for the Town of Elizabethtown. Annual salary is \$1,000

Resolution No. 12 of 2012

Resolution Appointing Town Counsel

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-4 Bartley, Martin, Morris, Phillips
Nays- 1 Fenimore

RESOLVED, that firm of Miller, Mannix, Schachner & Hafner LLC is hereby appointed as Town's legal counsel for the Town of Elizabethtown by contract.

Resolution No. 13 of 2012

Resolution to Adopt Procurement Policy and Procedures Pursuant to §104b of The General Municipal Law

On a motion of Supervisor Bartley, seconded by Councilperson Fenimore, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

WHEREAS, the Town of Elizabethtown adopt the Procurement Policy
AND

WHEREAS, this policy needs to be reviewed and adopted each year,
NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby adopts the Procurement Policy and Procedures Pursuant to §104b of the General Municipal Law.

Resolution No. 14 of 2012

Resolution to Adopt Investment Policy for the Town of Elizabethtown

On a motion of Supervisor Bartley, seconded by Councilperson Morris, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

WHEREAS, the Town of Elizabethtown adopted an Investment Policy,
AND

WHEREAS, this policy is reviewed and adopted each year,

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Elizabethtown, hereby adopts the Investment Policy of the Town.

Resolution No. 15 of 2012

Resolution to Appoint Chairman for ZBA

On a motion of Supervisor Bartley, seconded by Councilperson Morris, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby appoint, Ronald Testa as Chairman of the Zoning Board of Appeals for a one year term to expire on December 31, 2012.

Resolution No. 16 of 2012

Resolution Appointing Chairman of Planning Board

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-4 Bartley, Martin, Morris, Phillips
Nays- 1 Fenimore

RESOLVED, that the Town Board does hereby appoint Bruce Pushee as Chairman of the Planning Board for a one year term to expire on December 31, 2012

Resolution No. 17 of 2012

Resolution Appointing the Supervisor's Clerk

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-4 Bartley, Martin, Morris, Phillips
Nays- 1 Fenimore

RESOLVED, that the Supervisor does hereby appoint April L. Sumner as Clerk to the Supervisor for the year 2012.

Resolution No. 18 of 2012

Resolution to Appoint Deputy Supervisor

On a motion of Supervisor Bartley, seconded by Councilperson Phillips, the following resolution was

ADOPTED Ayes-4 Bartley, Fenimore, Morris, Phillips
Nays- 0
Abstain-1 Martin

RESOLVED, that the Supervisor does hereby appoint, Joe Martin to serve as Deputy Supervisor for the Town of Elizabethtown for the year 2012.

Resolution No. 19 of 2012

Resolution to Appoint Zoning Board of Appeals Members

On a motion of Supervisor Bartley, seconded by Councilperson Morris, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby appoint, the following to serve on the Elizabethtown Zoning Board of Appeals for the year 2012.

Ronald Testa Chairman
James (Bill) Hubschman
George Onni
Helen DeChant
Vacant
Vacant ----- Alternate
Vacant ----- Alternate

Resolution No. 20 of 2012

Resolution to Appoint Planning Board Members

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby appoint, the following board members, to serve on the Elizabethtown Planning Board for the year 2012.

Bruce Pushee- Chairman
Megan Murphy
Evelyn Hatch
Gerald Allwell
Elena Borstein
Nancy Dawson Alternate
Allison Buckley Alternate

Resolution No. 21 of 2012

Resolution to Appoint Board of Assessment Review Members

On a motion of Supervisor Bartley, seconded by Councilperson Phillips, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby appoint, the following board members, to serve on the Board of Review for the year 2012.

Linda Ellsworth Board of Review – Chair
George Salg Board of Review
Kenneth Howard Board of Review

Resolution No. 22 of 2012

Resolution to Re-Appoint Town Health Officer

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby re-appoint, Charles Moisan, MD to serve as Town Health Officer for another year at an annual salary of \$800 for the year 2012.

Resolution No. 23 of 2012

Resolution to Appoint Budget Officer

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby appoint, Margaret Bartley to serve as Budget Officer for another year at an annual salary of \$1000 for the year 2012.

Resolution No. 24 of 2012

Resolution to Delegate to the Supervisor Powers and Duties

On a motion of Councilperson Martin, seconded by Supervisor Bartley, the following resolution was

TABLED
Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby TABLE the resolution to delegate to the Supervisor the powers and duties necessary for the day-to-day administration of the town for the year 2012.

Resolution No. 25 of 2012 TABLED

Resolution to Appoint Water Superintendent

RESOLVED, that the Town Board does hereby appoint _____ to serve as Water Superintendent for 2012 for an annual salary of \$7,500.

Resolution No. 26 of 2012

Resolution to give permission to attend the Association of Towns Meeting

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that any member of the Town Board, who so desires, be given permission to attend the Association of Towns Meeting to be held in New York City, February 2012.

Resolution No. 27 of 2012

Resolution to Re-Appoint Youth Commission Members

On a motion of Supervisor Bartley, seconded by Councilperson Morris, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby re-appoint the following board members, to serve on the Elizabethtown – Lewis Youth Commission for the year 2012.

Paul J. Pulsifer, Chair	Elizabethtown
Paul Buehler	Elizabethtown
Karen Disogra	Lewis
Dina Garvey	Lewis
Jean Hummel	Elizabethtown
Robyn Jones	Lewis
Gail Tomkins	Elizabethtown

Resolution No. 28 of 2012-TABLED

Resolution to Appoint Water Superintendent Deputy

RESOLVED, that the Town Board does hereby appoint Loren Henrich to serve as Deputy Water Superintendent at an annual salary of \$1,500.00.

Resolution No. 29 of 2012

Resolution to Re-Appoint Clerk to the Courts

On a motion of Supervisor Bartley, seconded by Councilperson Fenimore, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby re-appoint, Jeannie Frisbie and Donna Garrison to serve as clerk to the Courts for the year 2012.

Resolution No. 30 of 2012

Resolution to Re-Appoint Deputy Town Clerks

On a motion of Supervisor Bartley, seconded by Councilperson Phillips, the following resolution was

ADOPTED Ayes-3 Bartley, Morris, Phillips
Nays- 0
Abstain-1 Martin, Fenimore

RESOLVED, that the Town Board does hereby re-appoint Linda Martin and Shirley LaVigne to serve as Deputy Town Clerks for the year 2012.

Resolution No. 31 of 2012

Resolution to Re-Appoint Fire & Safety Code Enforcement Officer

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby re-appoint, John Hudson to serve as Fire & Safety Code Enforcement Officer for the year 2012

Resolution No. 32 of 2012

Resolution to Re-Appoint Sole Assessor

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby re-appoint, David Galarneau to serve as Sole Assessor for the year 2012

Resolution No. 33 of 2012

Resolution to Adopt Personnel Policy

On a motion of Supervisor Bartley, seconded by Councilperson Fenimore, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby agree to adopt a Personnel Policy, **subject to revision and updating**, for the year 2012.

Resolution No. 34 of 2012

Resolution to Adopt Early Bill Payment

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby agree to renew the resolution for early payment of regularly occurring bills so as to avoid penalties for the year 2012.

Resolution No. 35 of 2012-TABLED

Resolution to Adopt a Revised Code of Ethics Policy

RESOLVED, that the Town Board does hereby agree to adopt the NY Association of Towns Code of Ethics Policy for the year 2012.

Resolution No. 36 of 2012

Resolution to Adopt 2012 Holiday Schedule

On a motion of Supervisor Bartley, seconded by Councilperson Morris, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby agree to adopt the Holiday closure Schedule for the year 2012 which is the same schedule as the Essex County Holiday closure schedule.

Resolution No. 37 of 2012

Resolution to Renew Articles of Agreement with SPCA

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby agree to renew the Articles of Agreement with the SPCA for services at \$1,315 for the year 2012.

Resolution No. 38 of 2012

Resolution to Renew Elizabethtown – Lewis Joint Youth Commission Contract

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby agree to renew the contract with the Elizabethtown – Lewis Joint Youth Commission and contribute the sum of \$8,250 for the year 2012.

Resolution No. 39 of 2012

Resolution to Renew Elizabethtown – Lewis Emergency Squad, Inc. Contract

On a motion of Supervisor Bartley, seconded by Councilperson Fenimore, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby agree to renew the contract with the Elizabethtown – Lewis Emergency Squad, Inc. and pay the sum of \$27,000 in compensation for the year 2012.

Resolution No. 40 of 2012

Resolution to Renew Elizabethtown Library Contract

On a motion of Supervisor Bartley, seconded by Councilperson Phillips, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby agree to renew the contract with the Elizabethtown Library and pay the sum of \$8,250 for free library privileges for the year 2012.

Resolution No. 41 of 2012

Resolution to Renew Life Flight Contract

On a motion of Supervisor Bartley, seconded by Councilperson Martin, the following resolution was

ADOPTED Ayes-5 Bartley, Fenimore, Martin, Morris, Phillips
Nays- 0

RESOLVED, that the Town Board does hereby agree to renew the contract with Life Flight and pay the sum of \$500 for the year 2012.

At the next monthly meeting the Healthy Community Project will be discussed.

COMMENTS-

The planning Board would like to be involved with the project.

The Supervisor adjourned the meeting at 8:23PM

Respectfully submitted

Debra Brooks
Town Clerk